



2012 Residential Substance Abuse Treatment (RSAT) Program Solicitation

I. Introduction

Residential Substance Abuse Treatment Program

RSAT assists states, local, and tribal governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to create and maintain community-based aftercare services for offenders. The goal of the RSAT Program is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services.

2012 Residential Substance Abuse Treatment Program

Proposal Deadline: October 31, 2011

Applications must be postmarked no later than October 31, 2011

Late Applications will not be accepted

Award Period: January 1, 2012 – December 31, 2012

II. Purpose of the Grant

The Residential Substance Abuse Treatment (RSAT) Program assists states and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to create and maintain community-based aftercare services for offenders.

III. Eligibility Requirements

State agencies and units of local government are eligible to apply for RSAT program funds. A local unit of government is defined as: a city, county, town, township, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; and includes Indian tribes which perform law enforcement functions as determined by the Secretary of the Interior. A city or county jurisdiction must be the legal applicant and recipient on behalf of city and county departments.

Please note that all Applicant Agencies who receive current funding from any Division of the Indiana Criminal Justice Institute **must** be current on all reports related to such funding. Delinquent reports will disqualify an Applicant Agency from consideration for funding through any grant program through the Indiana Criminal Justice.

A DUNS number is required. All applicants under this solicitation must include a Data Universal Numbering System (“DUNS”) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

Central Contractor Registration (“CCR”) is required. In addition to the DUNS number requirement, OJP now requires that all applicants for federal financial assistance maintain current registrations in the CCR database. **This includes all subgrantees of the Indiana Criminal Justice Institute.** The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov. For assistance with CRR, please contact the CCR Help Desk or the Drug & Crime Control Division.

IV. Program Requirements

RSAT funds may be used to implement three types of programs: residential, jail-based, and aftercare. Applications involving partnerships with community-based substance abuse treatment programs will be given priority consideration. If possible, program design should be based on effective evidence-based practices.

Residential Programs:

- Operate at least 6 and no more than 12 months.
- Provide residential treatment facilities set apart—in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.

Jail-Based Programs

- Last at least 3 months.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- If possible, separate the treatment population from the general correctional population.

Aftercare Programs

- Involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs.
- To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities on release.
- Coordinate these activities with any Substance Abuse and Mental Health Services Administration-funded state and/or local programs that address the needs of this target population.

IV. Match

A **25%** match is required for all RSAT programs. *By signing the Certified Assurances, the Authorized Official of the Applicant Agency assumes the responsibility of insuring the acquisition and expenditure of all match money during the grant period.*

Match Formula:

(Federal Total / Federal Percentage) - Federal Total

Example: A subgrantee is awarded \$100,000 in federal funds and is required to match 25%.

$(\$100,000 / .75) - \$100,000 = \$33,334.00$

V. Selection Process

The staff of the Drug & Crime Control Division of the Indiana Criminal Justice Institute shall conduct an initial screening of the proposal to check for completeness of the application. The Drug & Crime Control Division staff shall then review each proposal and score the proposal using the following scale.

Problem Statement	15 pts
Program Description	15 pts
Goal, Objectives and Indicators	15 pts
Implementation Plan	15 pts
Evaluation and Assessment	15 pts
Proof of Evidence-Based Program	5 pts
Budget Detail Worksheet	5 pts
Budget Narrative	5 pts
<u>Additional Points for Priority Area</u>	<u>10 pts</u>
Total Score	100 pts

VI. Award Period

January 1, 2012 – December 31, 2012

Projects **should** begin on January 1, 2012 and **must** be in operation no later than 60 days after January 1, 2012. Failure to have the funded project operational within 90 days from January 1, 2012 will result in the cancellation of the grant and the de-obligation of all awarded funds (OJP Financial Guide). Projects must conclude no later than December 31, 2012. Funding obligations must be made **prior** to December 31, 2012 and all outstanding expenses must be paid and the Final Financial Report filed with ICJI within no more than **30** days from December 31, 2012.

VII. Ineligible Activities and Budget Items

Ineligible activities and cost items include, but are not necessarily limited to, the following:

1. Lobbying.
2. Fundraising activities.
3. Weapons and/or accessories.
4. Vehicles.
5. Fuel.
6. Ammunition (lethal or less-lethal).
7. Electronic Immobilization Devices (“EID”).
8. Construction or renovation costs.
9. Acquisition cost of real estate property.
10. Military type equipment.
11. Repair and maintenance for equipment obtained through the DoD program.
12. Canines and related expenses.
13. Restitution payments.
14. Fines and penalties.
15. Entertainment expenses.
16. Bonuses or commissions.
17. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at <http://www.in.gov/idoa/>
18. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
19. First Class travel.
20. Indirect costs – all costs associated with funding requests shall be clearly identified.
21. Purchase of services (“P/S”) (entertainment, meals, beverages) utilizing confidential funds.
22. Pre-agreement costs.
23. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
24. General salaries and personnel costs are allowable; overtime cannot exceed **10 percent** of the personnel budget.
25. Funds may not be expended or obligated prior to January 1, 2011.

If your agency received less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (**Note:** Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.) All A-133 audits must be submitted to ICJI no later than 9 months after the end of the agency fiscal year.

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

VIII. Contract & Application Requirements

When a Sub-grantee contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the contract period.
2. A copy of all written contracts for contractual or consultant services shall be forwarded to the Drug & Crime Control Division of the Indiana Criminal Justice Institute upon their ratification.
3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.

All applicants awarded a grant from the Indiana Criminal Justice Institute must agree to the following:

1. Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the applicant agency and agree to abide by all provisions of the MOA.
2. Enter into agreement to abide by all Special Conditions detailed in the Indiana Criminal Justice Institute Certified Assurances and Special Conditions.
3. Submit quarterly performance and financial reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute.
4. Comply with federal guidelines contained in the OMB Circulars found at <http://www.whitehouse.gov/omb/circulars/> and the OJP Financial Guide found at <http://www.ojp.usdoj.gov/financialguide/index.htm>

IX. Award Notification

Applicants awarded JAG grants will be notified electronically within 3 calendar days from the ICJI Board of Trustees meeting. The Grant Agreement, **with original signatures**, must be returned to ICJI as per enclosed instructions. Applicants may be required to submit a revised budget upon request from the Program Manager. Upon the approval of the Grant Agreement, Grant Award Packets will be provided to the applicant agency.

X. Monitoring

All grant awards will be monitored by the Drug & Crime Control Program Manager using a combination of desk reviews and site visits. Additionally, the Program Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed, which may include change requests.

XI. Submission of Proposal

Completed Drug & Crime Control Proposal Forms are to be submitted with original signatures to the Drug & Crime Control Division postmarked no later than **October 31, 2011** via U.S. Postal Service to the following address:

Indiana Criminal Justice Institute
Drug & Crime Control Division
101 W. Washington Street, Suite 1170E
Indianapolis, IN 46204

XII. Quarterly Financial and Programmatic Reporting

RSAT subgrantees are now required to submit quarterly programmatic reports via the Bureau of Justice Assistance's Performance Measurement Tool (PMT). www.bjaperformancetools.org

For assistance with the requirements of this announcement, contact one of the following:

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